

27 May 1988

NOTE FOR: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Breakfast Bullets for the Week of 30 May 1988

Following are some OL activities which you may wish to include in your discussions with the DCI next week:

Renovation of the 2430 "E" Street Complex - Representatives from the Real Estate and Construction Division, Facilities Management Division, Office Information Technology, and the Office of Security are continuing to meet with the [redacted] tenants to review preliminary layout drawings. The preliminary drawings are 85 percent completed. The final architectural drawings are scheduled to be completed by the end of May 1988.

① [redacted] - A representative of Real Estate and Construction Division (RECD/OL), will deliver a letter of intent to the lessor [redacted] I during the week of 23 May 1988. The letter states that we intend to occupy approximately 18,000 square feet on the first floor and 4,000 square feet on the second floor of the building. It also states that the Agency will pay rent at a rate of \$19.40 a square foot a year and lease for a 5-year term. ~~RECD only recently received all the necessary approvals to progress with this acquisition.~~

ALL PORTIONS SECRET

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